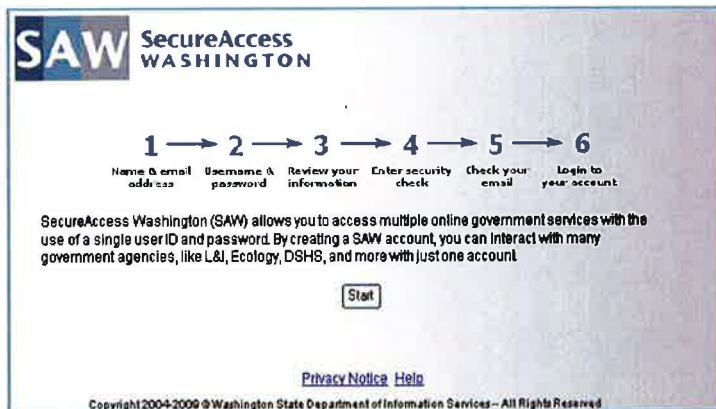


SET UP AN ACCOUNT FOR ARTS ACCESS

The Apprenticeship Referral and Tracking System (ARTS) is protected behind the State of Washington's secure internet gateway – Secure Access Washington (SAW). ARTS is one of the many services available once you are signed up in SAW. If you already have a SAW account, for example that you may use to access services from another state agency, you can use that account. If you will be using SAW for the first time, follow these steps.

SETTING UP SAW WITH ARTS AS A SERVICE

1. Register for Secure Access Washington (if you already have a SAW account, you do not have to do that again.) Go to <http://secureaccess.wa.gov>.



Follow the link below for directions from DIS "How Do I Register for Secure Access Washington". Be ready to provide your name and your email address, and to create a password.
http://support.secureaccess.wa.gov/saw_user/sw2050.shtml.

2. Next, you will activate your SAW account using a link sent to the email you provided in the last step. Follow the link below for the directions "How Do I Activate My Account"
http://support.secureaccess.wa.gov/saw_user/sw2060.shtml.
3. Now you want to add ARTS as a service using your SAW account.

NOTE: For this process you will need to have the "Secret Code" and "Registration Code" provided to you from the L&I apprenticeship section by email.

- A. While logged in to SAW, Click "here" or "Add a New Service"

SAW – SECURE ACCESS WASHINGTON

<http://secureaccess.wa.gov>

Secure Access Washington provides single sign-on access to applications from multiple state agencies. It shields online services from harmful activity, and it allows access only to known users.

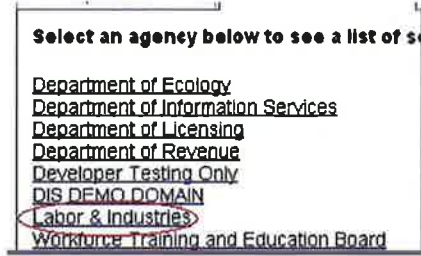
To use a service or application protected by Secure Access Washington, including ARTS, you must set up a SAW user ID and password.

SAW is provided by the Department of Information Services (DIS).



ARTS INSTRUCTIONS

- B. To see the list of available services for L&I – which includes ARTS -- choose “Labor & Industries” from the list



- C. From the list of L&I services, Find ARTS –Apprentice Tracking System. Choose the “APPLY” button.

Add a Service to Your Account

Select a service to apply for from the following.

Note: Services for which you currently have access, have applied

All Agencies > Labor & Industries

You will now have successfully used SAW to select the ARTS service. The following steps are in the L&I Shared Security Service



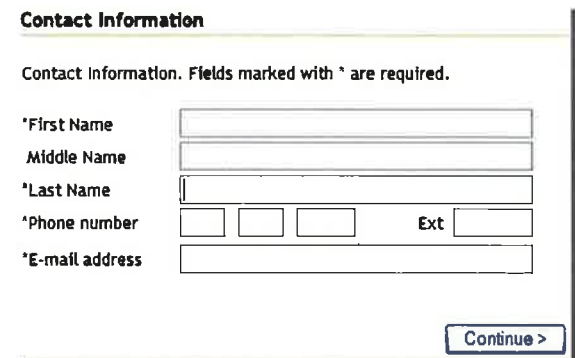
CREATING L&I SECURE ACCESS PROFILE

Next you will create a profile with L&I Secure Access. You will only need to do this once.

- 1. At the Sign up page, choose “I am a first time visitor for the selected application” and press the “continue” button.



- 2. The L&I security system will ask you to provide some contact information. The Name, Phone number, and Email fields are required.



ARTS INSTRUCTIONS

3. On the following page you are asked to agree to the L&I access agreement and you are provided with L&I's Web Site Accessibility Policy.
4. Now you will establish your "relationship" for the L&I security system. Select "Apprentice Program Reporter". Once you click the link, an additional field will be revealed.
5. To complete the next step, you will need to enter the "secret code" that were sent to you in the email from the L&I Apprenticeship Section. (You will also use the "registration code" from that email in an upcoming step.)
6. On the next screen, choose the "Yes" button to continue. The discussion on the page about "access manager" only applies to other L&I services. It is not used by ARTS. For ARTS sign-up you simply need to choose "Yes" so that you can continue.
7. On the "Create Apprentice Program Reporter Relationship" screen you will enter the "registration code" from the email you received from the L&I Apprenticeship section. Choose the "continue" button to enter the ARTS application.
8. On the page that appears next, simply press the "Finished" button. This page offers options that will not apply to you as an ARTS user.

I have read, understand, and agree to the department's access agreement.
 Initials

Request Access
 Select the type of relationship with Labor & Industries you would like to establish.

Relationship	Relationship Description
<input checked="" type="radio"/> Apprentice Program Reporter	Apprenticeship Program Sponsors will have access to information about their apprentices and their

Apprentice Program Reporter Apprenticeship Program Sponsors will have access to information about their apprentices and their

Please enter the Secret Code you have been provided.
 User hint: XXXXXXXX 1 to 18 Numbers and Characters

Yes **No**

Create Apprentice Program Reporter Relationship

'Registration Code

'Secret Code

Change access permissions for: ewrr wer wer

You have successfully registered your organization and you are now the access manager. Use the options below to establish this user's access to your organization's information.

User Profile		
Name	ewrr wer wer	Status
L&I Relationship	Apprentice Program Reporter	
Organization	ewrr wer wer	Effective
UBI	REPAE6086230A184D8	

Access permissions
 Authorize Reporter: Active Effective: 2/11/2009 Ends on:
 Apprenticeship Program Sponsors will have access to report and review required information about their program.

Activate access with no end date
 Activate access with the following end date MM/DD/YYYY
 Inactivate access

ARTS INSTRUCTIONS

9. You will arrive at the “Congratulations” page. Here select the “Return to Application” link to go to ARTS

Congratulations

Congratulations! You have successfully registered for L&I Secure Access

Note: For security purposes, L&I Secure Access does not provide you with a list of IDs that you can or cannot access. It is your responsibility to keep track of

What would you like to do next?

[Go to My L&I Secure Access Profile](#)

[Go to your organization's Manage User list](#)

[Return to Application](#)

10. At last you are using ARTS. We appreciate your patience with the multiple levels of security that are in place to keep the system safe. After completing this set-up the first time, you will not have to repeat all of these steps in the future.

The screenshot shows the Washington State Department of Labor & Industries website. The header includes the department name and navigation links for "Information in Spanish", "Topic Index", and "Contact Info". Below the header is a menu with "Home", "Safety", "Claims & Insurance", "Workplace Rights", and "Trade". A search bar is present with the text "Find a Law (RCW) or Rule (WAC)" and "Get a form or publication". The main content area displays a breadcrumb trail: "Home > Apprenticeship > Batch Update > Program > Occupation > Employer > Training Agent". Below the breadcrumb is a yellow box with the heading "Welcome to Apprenticeship Reporting and Tracking System(ARTS)" and a list of items in the user's queue:

- You have (2) RSI Item(s) in your queue.
- You have (2) OJT work hours item(s) in your queue.
- You have (7) Item(s) in your step queue.
- You have (27) item(s) in your apprentice queue.
- You have (3) Item(s) in your training agent queue.
- You have (6) rejected apprentice item(s).
- You have (4) rejected training agent item(s).